



COASTAL AND ESTUARINE RESEARCH FEDERATION®

Publishers of the journal *Estuaries and Coasts*

***Estuaries and Coasts* Co-Editor-in-Chief (CEIC) Duties**

1. Screen all manuscripts and make the initial decision to review or reject without review:
 - a. If acceptable, assign to appropriate/available Associate Editor (AE) for review.
 - b. If out of scope, forward to Springer Transfer Desk.
 - c. If within scope but with significant deficiencies, reject and return to authors with an explanation and recommendations for revision/resubmission if appropriate.
2. Make final publication decision based on peer reviews and AE recommendations:
 - a. Review and either ratify or revise the AE decision.
 - b. Review the manuscript for formatting requirements or other editorial improvements.
 - c. Evaluate and reassign revised manuscripts if necessary.
3. Recruit and oversee special issues:
 - a. Respond to and advise on expressed interest in assembling a special issue.
 - b. Review and approve/discourage formal proposals for special issue editors, topics, and potential contributions.
 - c. Monitor and provide feedback to special issue editors on progress.
4. Attend annual *Estuaries and Coasts* strategy meeting (generally one-day in-person) with journal, Springer Nature, and CERF leadership:
 - a. Prepare report on editorial practices and performance in collaboration with Managing Editor.
 - b. Contribute to development of agenda by identifying opportunities and challenges for discussion.
 - c. From meeting, identify and implement action items to ensure continuous improvement of the journal as well as alignment with other CERF publications, activities, and the strategic plan.
5. Provide annual update and recommendation to AEs.
 - a. Provide AEs with an annual *Estuaries and Coasts* summary of performance metrics.
 - b. Report/comment on individual AE performance.
 - c. Recommend continuation/retirement.
6. Manage and recruit AEs.
 - a. Identify Editorial Board needs (e.g., gaps in AE expertise).
 - b. Recruit replacement or additional AEs, with input from CERF leadership.
7. Work cooperatively with journal leadership team: CEIC, Reviews Editor, and Managing Editor.
8. Provide semi-annual reports/updates to the CERF Governing Board and more frequent updates to the Executive Director and CERF Publications Committee.
9. Provide annual update to the membership in the form of a written report for the *CERF's Up!* quarterly bulletin and an oral report at the Annual Membership and Business Meeting.